

Te Herenga Waka Marae

Policies

1 Introduction

These policies have been established by the Marae Committee of Te Herenga Waka Marae. They should be read in conjunction with other relevant Victoria University of Wellington policies and statutes. The latest version of the policies will be kept in the Marae policy handbook and on the Marae website.

Te Herenga Waka is a fully operational marae in which the primary focus is as a teaching and support facility for Māori students at Victoria University of Wellington (Victoria). It is a place on campus where tikanga Māori prevails and where te reo Māori is the preferred medium of communication. The facility as a whole is governed by the Marae Committee. The Marae staff, under the leadership of the Manutaki, give effect to the policies of the Marae outlined and approved in this document. The Marae operates as a teaching facility so that students and staff can be immersed in learning the arts and operations of marae. Students are encouraged to actively participate in marae activities under the guidance of both the Marae staff and relevant academic staff.

Victoria's staff and students (both current and past) who are (or have been) actively involved with the activities of the Marae, usually under the guidance of Marae staff, are referred to as Te Whānau o Te Herenga Waka Marae. Staff and students begin the process of becoming part of Te Whānau o Te Herenga Waka Marae once they have been through an appropriate pōhiri process. Students are encouraged to participate in and use the Marae through the provision of affordable, high quality "Māori style" lunches each working day of the week.

Beyond its use as a teaching facility for Māori classes, there are three priority areas for use of and booking the Marae that need to be appropriately balanced in the booking processes. These are:

- 1 Engagement with University stakeholders, including iwi, hapū and whānau as well appropriate civic and government agencies
- 2 The wider University community for appropriate Māori focused hui
- 3 Marae cultural commitments relating to tangi, kawē mate and manaakitanga.

2 Marae Kawa

Tikanga Māori prevails over the entire domain of Te Herenga Waka Marae at all times. The kawa for pōhiri is pāeke. Professor Hirini Moko Mead, Ruka Broughton and Wiremu Parker collectively established these kawa and tikanga in consultation with Te Ātiawa and Ngāti Toa

prior to the opening of the Marae in 1986. These were formally recognised at the opening of the Te Tumu Herenga Waka house on December 6, 1986.

2.1 Whaikōrero and Karanga

In keeping with tikanga, both karanga and whaikōrero at Te Herenga Waka Marae are regarded as ritualised pōhiri activities in which there are strictly observed tikanga. In accordance with these tikanga only culturally appropriate men are permitted to whaikōrero, and similarly, only culturally appropriate women are permitted to karanga. The Manutaki Ruānuku, and/or Ruahine are delegated to make decisions on who should be allowed to perform these rituals. After the completion of formal ritual activities (pōhiri and karakia), all hui participants are encouraged and permitted opportunities to actively participate in hui.

2.2 Maintenance of kawa

All members of the Te Herenga Waka Marae community have a responsibility to ensure that the kawa of the Marae is maintained. However, during hui it is the person holding the mauri of the Marae, usually the Ruānuku and/or the Ruahine, who has a special role in this regard.

2.3 Alteration of kawa

Only the Marae Committee is permitted to consider any alteration to the kawa of the Marae, in close consultation with the Ruānuku and the Ruahine.

2.4 Role of Staff

The Manutaki and the staff of the Marae have overall responsibility to ensure the smooth and efficient operation of the Marae. The Manutaki is primarily responsible for ensuring that these policies are adhered to.

2.5 Language policy

The use of spoken Māori will be encouraged at all times at Te Herenga Waka Marae. The Marae kawa does not permit English (or any other non-Māori language) to be spoken in any of the formal rituals of the Marae (e.g. pōhiri, whakatau).

2.6 Participation in Marae activities and events

All past and present staff and students of Victoria University are potential members of Te Whānau o Te Herenga Waka Marae. There will be a special pōhiri every year to welcome new staff and students into the Marae community. Staff and students wishing to actively join the Marae community are encouraged to approach the Marae staff for advice on how to participate in Marae activities.

3 Marae Bookings

It is possible to use the Marae for a variety of hui. However, the Marae is not “hired out” and all hui must be hosted and controlled by Marae staff and/or members of Te Whānau o Te Herenga Waka (as approved by the Manutaki). A booking system operates to coordinate Marae use.

3.1 Booking Priority

Victoria’s academic bookings take priority over all other sorts of bookings. A number of Māori Studies classes use the Marae as an integral part of the ordinary teaching programme but

other University classes are encouraged to use the Marae for teaching purposes as well. Bookings from external groups will normally be required to fit around this. The only exception to this policy will be for tangi at the Marae, in which case classes will be moved and other external bookings cancelled or postponed.

3.2 Minimum hosting presence at hui

The Manutaki is responsible for ensuring that all hui at Te Herenga Waka are hosted at all times by a Marae staff member or an approved member of Te Whānau o Te Herenga Waka Marae. This will normally mean ensuring that Māori academic and/or professional staff or paid Marae staff are present at hui to ensure the proper standards of manaakitanga for manuhiri and health and safety are maintained.

3.3 Notification of impending hui to stakeholders

The Manutaki will produce a list of all hui booked in for the impending month for scrutiny by the Marae Committee. A list of hui for the previous month will also be presented.

3.4 External bookings

The Marae may be booked by non-University groups for hui that are consistent with the objectives of the University and which do not conflict with these policies.

3.5 Class bookings

Priority will be given to those courses with a Māori focus and especially courses that are pedagogically a good fit for the Marae.

3.6 Cost guidelines

The Manutaki will produce a schedule of hui costs and charges annually for approval by the Marae Committee. Hui costs for VUW hui should normally be calculated on a “break even” basis while a profit margin may be built into external hui costs.

3.7 Booking process – notice time, contact person, etc.

The Manutaki will be solely responsible for maintaining an efficient and orderly booking process for the Marae. The booking list will be publicly accessible on the VUW web pages.

4 Marae Van

4.1 Van booking priorities

The priority for booking and using the van will be for Marae activities. The School of Māori Studies and Māori academic and professional staff will also be permitted to use the van for appropriate University business from time to time, subject to availability. Use of the van will be consistent with University policy.

4.2 Safety

The van will be maintained to the highest standards of safety possible. The Manutaki has responsibility to ensure that it is maintained and insured properly and in accordance with University vehicle policies and OSH standards.

4.3 Log book

All van use will be recorded in a logbook to be kept in the van at all times.

5 Kai

In keeping with tikanga Māori and the concept of manaakitanga in particular, Te Herenga Waka will endeavour to provide the highest standards of food for students, hui generally, and manuhiri in particular.

6 Alcohol

The consumption of alcohol will be permitted at the Marae on special occasions only. The Manutaki will be responsible for determining the appropriateness of the occasions on a case by case basis. They will also be responsible for ensuring that appropriate behaviour is maintained when alcohol is consumed.

7 Smoking

The entire University is a smoke free campus.

8 Lunches

Te Herenga Waka will provide lunch kai on a cost recovery basis only for students and staff every week-day during the academic year subject to availability. This is not only to ensure the provision of a minimum standard of healthy nutrition for Māori students but also to provide and maintain the Marae as one of the primary focal points for Māori staff and student activity on campus.

9 Health

All food preparation will be carried out with the highest standards of hygiene that are consistent with University policy and OSH requirements.

10 Koha and other Income

All koha received by the Marae will be properly receipted and accounted for in the Marae accounts. The Marae Committee will review the list of koha at monthly meetings and determine any reciprocity that may be required. There will be no fixed charge regime for koha at Te Herenga Waka.

Any requirement to generate external income for the University is to be balanced against the primary role of the Marae as a teaching facility.

11 Whānau House

The Whānau House was initially established as a unit of Te Herenga Waka Marae. Its purpose is to provide low-cost accommodation for Māori students that operates in a tikanga Māori environment. It is expected that there will be an on-going and close relationship between the Whānau House students and Marae activities.

Applications for places in the Whānau House are received by the University Accommodation Services but the selections for available places are made by the Marae staff, who use the following selection criteria:

- Financial need

- Academic record
- Ability and or willingness to support tikanga Māori in house operation
- Potential to benefit from exposure to stable Māori environment in Whānau House

The Manutaki will report on Whānau House activities and its students' academic progress at Marae Committee meetings.